**Antony Bahati**

Nairobi, Kenya

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**Objective:** Motivated and detail-oriented professional seeking a Data Entry position to leverage strong organizational and data management skills for accurate and efficient data processing. Eager to contribute to a dynamic team and deliver exceptional results.

**Education:** **Bachelor of Science in Software Engineering**  
Zetech University, Nairobi, Kenya  
*Graduation Date: November 12, 2024*

Skills:

* Backend Containerized Microservices: Docker, Kubernetes
* Programming Languages: C#, Python
* Problem-solving and Critical Thinking
* Quality Assurance and Testing
* Interpersonal Communication
* Collaboration and Teamwork
* Time Management
* Highly organized, capable of multitasking and meeting deadlines in a fast-paced environment.
* Excellent communication skills, both written and verbal, enabling effective collaboration within a team.

**Experience:**

App Developer | ALX, Nairobi, Kenya  
*May 1, 2022, to Present*

* Spearheaded the development of innovative applications in C++, contributing to the enhancement of company products.
* Designed and implemented efficient algorithms, ensuring optimal performance and user experience.
* Collaborated with cross-functional teams to gather requirements and deliver solutions aligned with client needs.
* Conducted rigorous testing and debugging, guaranteeing the delivery of high-quality, bug-free applications.
* Played a pivotal role in optimizing existing codebase for improved efficiency and scalability.

**Data Entry Intern | IBM, Nairobi, Kenya**  
*October 3, 2022, to January 1, 2023*

* Accurately entered and verified data from various sources into the company's database.
* Conducted regular data cleaning and validation to ensure data accuracy and integrity.
* Collaborated with team members to streamline data entry processes, reducing processing time by 35%.
* Assisted in generating reports and summaries using Excel and other data processing tools.
* Received commendation from supervisors for consistently meeting data entry targets and maintaining high accuracy.

**Administrative Assistant | Shell Code, Nairobi, Kenya**  
*February 1, 2023, to January 4, 2023*

* Provided administrative support to the team, managing scheduling, appointments, and documentation.
* Conducted data entry tasks, including updating customer information and order details.
* Assisted in organizing and maintaining physical and digital files to ensure easy retrieval of information.
* Took responsibility for coordinating meetings, preparing agendas, and taking meeting minutes.

**Volunteer Data Entry Specialist | FasCard, Nairobi, Kenya**  
*April 2, 2023, to July 1, 2023*

* Volunteered to support the organization's data management efforts.
* Entered donor information, contributions, and fundraising data into the database.
* Assisted in creating data reports and summaries for fundraising campaigns.
* Maintained confidentiality and accuracy while handling sensitive donor information.

**References:**

* Mr. Mwaniki Johnson, IBM - +254 796 476 373
* Mrs. Albert Arera, Shell Code Organization - +254 796 476 373